Module 1

Chapter 7

Reports

Chapter Overview

Introduction   A report generates a summary or display of information. This chapter
addresses predefined, user requested reports. The DCPDS provides a range
of inquiry and reporting tools, including over 600 system-generated and
predefined user-requested reports.

Chapter Contents

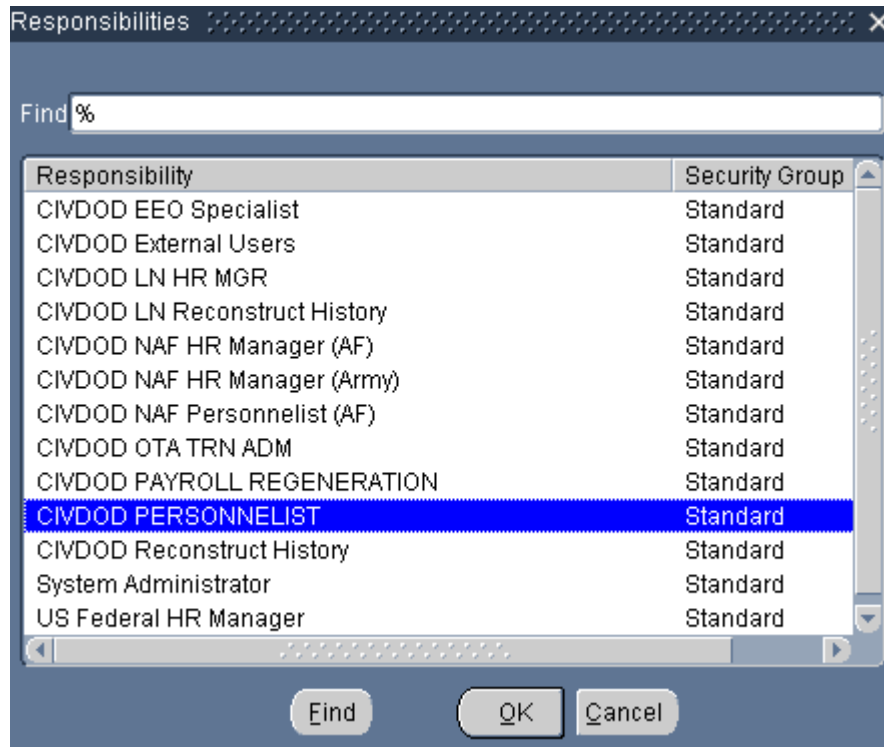# Chapter Overview, Continued

Responsibilities   Your access to reports is based on your assigned responsibility and business rules.

Terms

Term	Definition	Example
Ad Hoc	User-created reports using a query tool.	List of Vacant Positions
Batch Print	Process which causes daily execution of hard copy NPAs based on effective date following futures. May be executed any time during the day to produce an individual NPA. Performed by the System Administrator.	Promotion Change to Lower Grade Termination of Detail

Chapter Overview, Continued

Terms (continued)

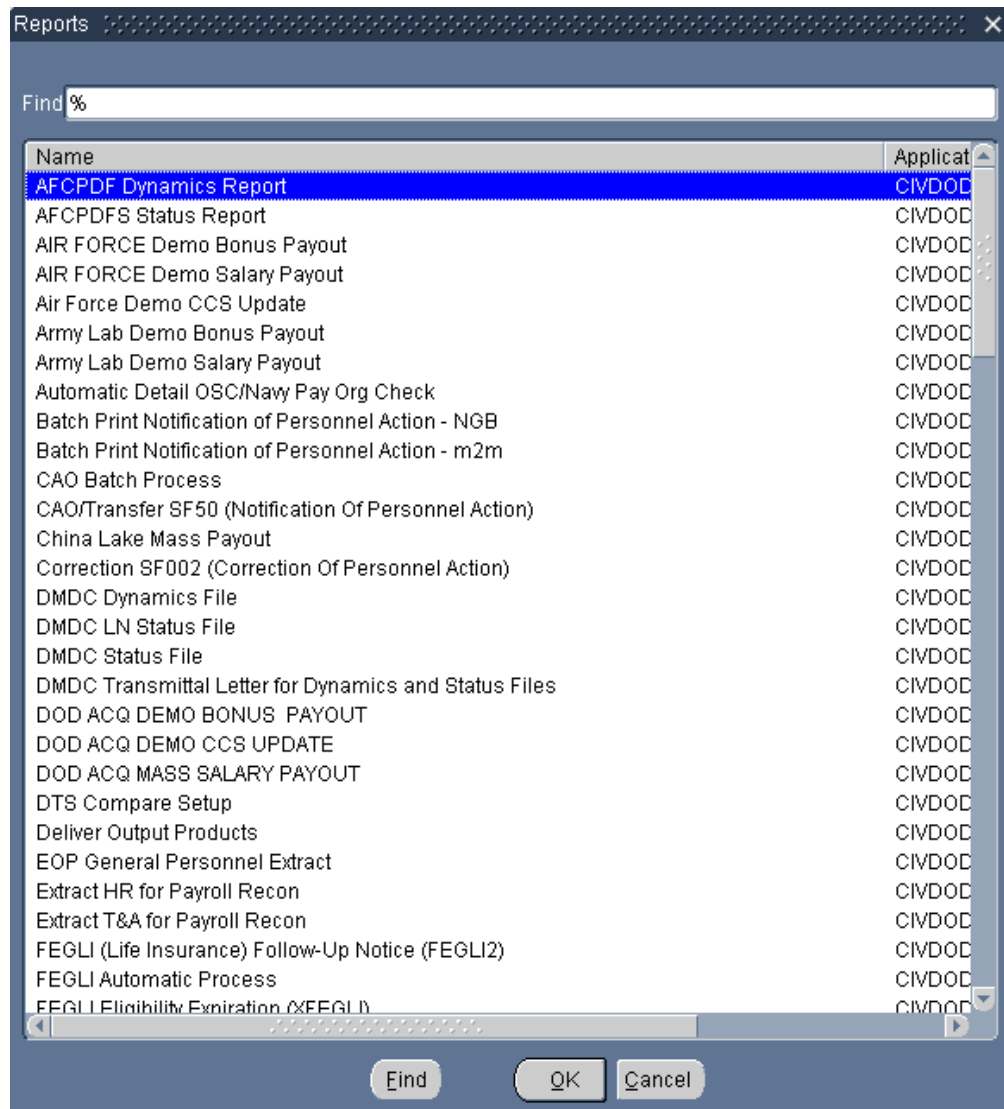| Term	Definition	Example
Concurrent Processing	A feature that allows you to run a report or application at the same time you are using the system to process actions. It runs reports and applications as concurrent processes. Your system administrator may control the scheduling of long-running processes; e.g., big reports to avoid overloading your system.	
Futures	Process which causes other reports to be executed. Should run nightly.	RPA Processing Mass Pay WGI
EUL	End User Layer. Encapsulates complicated sequel statements normally required to get the data into a user-friendly ad hoc query tool.	
Parameter	A report variable whose values you can change each time you run a report.	
SQL	Standard Query Language is an inquiry language used to access relational databases.	
Standard Request Submission	Predefined reports you can choose by entering a set of parameters when you submit the report. These reports run in batch mode, through concurrent processing.	Date Position Obligation Expires
Suspense	Managed by system administrator to produce daily transactions due on that date. Performed by the System Administrator.	NPA-Conversion Dates NPA-Termination of Appointment LWOP Expiration

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Chapter Overview, Continued

Report Types   The table below outlines the main categories of inquiry and reporting tools available.

Type	Explanation
Ad Hoc	You can create your own ad hoc reports by using DCPDS-compatible query tools. These techniques are not addressed in this User Guide. Talk with your system administrator for more information on creating ad hoc reports.
Civilian Serving Unit Application DataBase	You can also access the Civilian Serving Unit Application DataBase (CSU) database for predefined reports.
DateTrack History	You can view the changes to datetracked information over time through Dated Information and DateTracking (described in Chapter 4 of this module).
Inquiry Windows	These are primarily used for on-line viewing such as the RPA. Folders (described in Chapter 7) are included in this category.
System Generated Reports	These run automatically, based on business rules (same rules as in legacy DCPDS). Your system administrator determines when systems generated reports run (i.e., during the day, overnight, etc.). These reports include: • Suspense • RPA Processing • Auto WGI • Payroll Reverse Interface • Mass Pay Process • Specific Record Conditions
User Requested Reports	These are predefined reports available to you through a list based on your logon responsibility (access privileges) and include: • Individual Record Information • Payroll Interface Report • Personnel/Payroll Reconciliation Reports **Note:** Some reports are both suspense generated and user requested, i.e., Notification of Expiration of Overseas Tour.

Chapter Overview, Continued

List of Reports

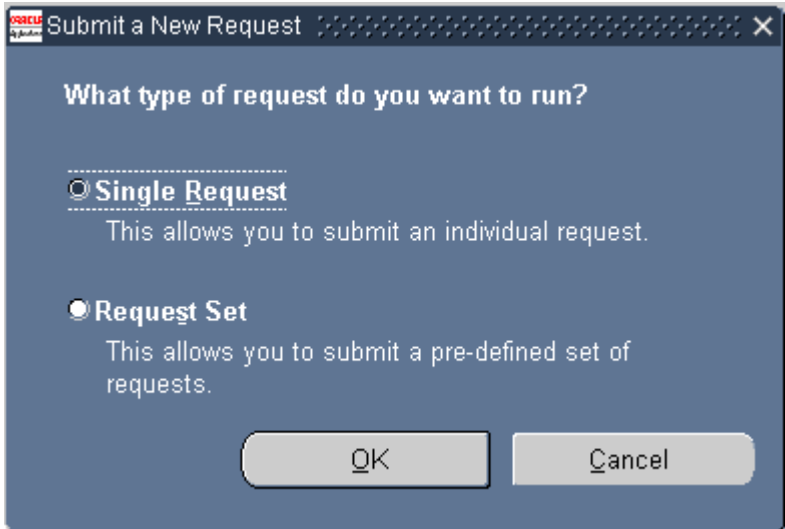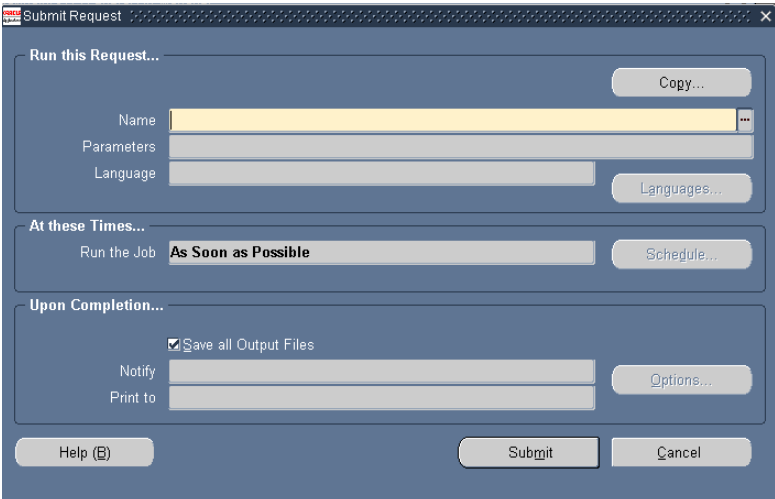```
Reports ╳╳ ✕

Find %

 Name   Applicat
 AFCPDF Dynamics Report   CIVDOD
 AFCPDFS Status Report   CIVDOD
 AIR FORCE Demo Bonus Payout   CIVDOD
 AIR FORCE Demo Salary Payout   CIVDOD
 Air Force Demo CCS Update   CIVDOD
 Army Lab Demo Bonus Payout   CIVDOD
 Army Lab Demo Salary Payout   CIVDOD
 Automatic Detail OSC/Navy Pay Org Check   CIVDOD
 Batch Print Notification of Personnel Action - NGB   CIVDOD
 Batch Print Notification of Personnel Action - m2m   CIVDOD
 CAO Batch Process   CIVDOD
 CAO/Transfer SF50 (Notification Of Personnel Action)   CIVDOD
 China Lake Mass Payout   CIVDOD
 Correction SF002 (Correction Of Personnel Action)   CIVDOD
 DMDC Dynamics File   CIVDOD
 DMDC LN Status File   CIVDOD
 DMDC Status File   CIVDOD
 DMDC Transmittal Letter for Dynamics and Status Files   CIVDOD
 DOD ACQ DEMO BONUS PAYOUT   CIVDOD
 DOD ACQ DEMO CCS UPDATE   CIVDOD
 DOD ACQ MASS SALARY PAYOUT   CIVDOD
 DTS Compare Setup   CIVDOD
 Deliver Output Products   CIVDOD
 EOP General Personnel Extract   CIVDOD
 Extract HR for Payroll Recon   CIVDOD
 Extract T&A for Payroll Recon   CIVDOD
 FEGLI (Life Insurance) Follow-Up Notice (FEGLI2)   CIVDOD
 FEGLI Automatic Process   CIVDOD
 FEGLI Eligibility Expiration (XFEGLI)   CIVDOD

                        (Find)   (OK   Cancel)
```

# Submitting the Report

**Accessing the Submit
Requests Window**

| Step | Action |
|------|--------|
| 1 | **Navigation Path** *Processes and Reports* → *Submit Processes and Reports.*<br><br>The **Submit New Requests** window Opens: Accept default of Single Request and click the **<OK>** button. |
| 2 | It is in this window you select the request you wish to run and then set Parameters, Schedule, and Completion Options for it. With the cursor in the 'Request Name' field, Click the ellipsis button on the right to display the report menu. |

# Submitting the Report, continued
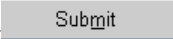
**Accessing the Submit Request Window** (Continued)

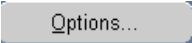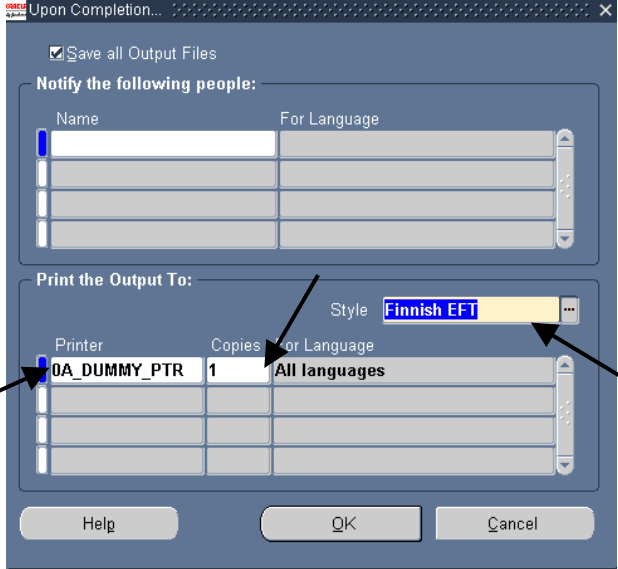| Reports | Action |
|---|---|
|  | Select the *Report* you wish to run by utilizing the scroll bar to the right to make the selection. Then click the **<OK>** button<br><br><br><br>**Note:** The list of reports and programs from which you can select is based on your log-on responsibility. |

# Submitting the Report, continued

**Submitting Reports (continued)**

| Steps | Action |
|-------|--------|
| **3** | If you selected a report that requires parameter values, a **Parameters** window automatically opens. Parameters are values that restrict information displayed in your report request.<br><br>Use the ellipsis button icon in the parameters window to select a value for each data field. Then click the **<OK>** button.<br><br>**Note:** Depending on the report selected the parameter window data fields will vary. |
| 4 | The **Parameters** window closes and the parameter values display in the data field.<br><br>Name  **AFCPDFS Status Report**<br>Parameters  **test report.25-FEB-2003.AB.00** |
| 5 | Click the <Submit> button to process request.<br><br>If the print options and scheduled times do not need to be changed skip steps **6** and **7** and go to the *Viewing a Requested Report* section. |
| | **NOTE:** Steps 6 and 7 are *Optional* for submitting a request. Follow these steps only if changes to the Print Style and Scheduled Time need to be changed. |

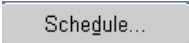# Submitting the Report, continued
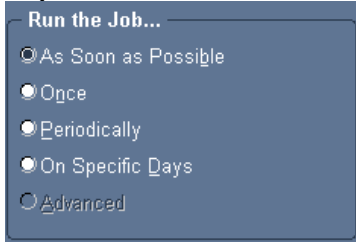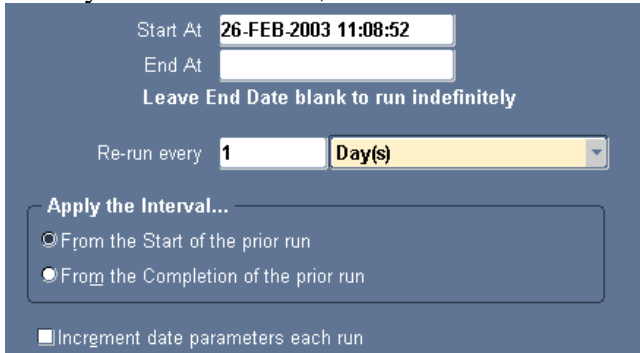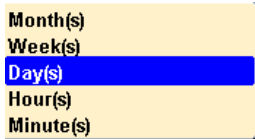
**Report Options**

| Reports | Action |
|---------|--------|
| 6 | Click the <Options> button [Options...] to open the **Print Options** window. |

Upon Completion...

☑ Save all Output Files

**Notify the following people:**

| Name | For Language |
|------|--------------|

**Print the Output To:**

Style  Finnish EFT  [...]

| Printer | Copies | For Language |
|---------|--------|--------------|
| 0A_DUMMY_PTR | 1 | All languages |

Help          OK          Cancel

| Print Option Window | Options |
|---------------------|---------|
| *Copies Field* | If you want to print more than one copy, type in the number of copies you want to print. |
| *Style* | Click the ellipsis button [...] to select a print style other than that which is displayed (some requests may have a required style option that you cannot change). |
| *Printer* | Click the ellipsis button [...] if you want to select a printer other than that which is displayed. |
| *Save Output* | ☑ Save all Output Files A Check Mark in the **Save all Output Files** box allows you to view your report on-line. If you do not wish to view the report on-line, click the check box to deselect this option. |

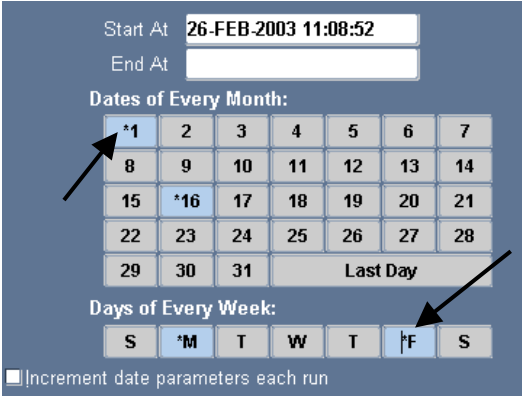*Continued on next page*
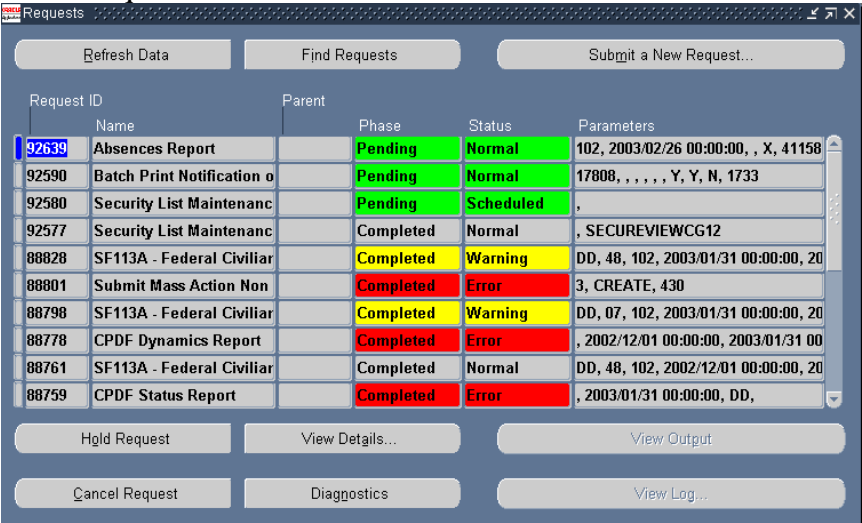
# Submitting the Report, continued

**Report Options** (Continued)

| Step | Action |
|------|--------|
| 7 | Click the <Schedule> button [Schedule...] to open the **Run Options** window you define when you want your request to run. |
| | Run the Job...<br>○ As Soon as Possible<br>● Once<br>● Periodically<br>● On Specific Days<br>○ Advanced **Options**: |
| | **As soon as Possible -**This report will run according to priority of submittal. |
| | **Once -**This report will run just once, unless specified to run again. |
| | **Periodically –**This report will run according to specified times. |
| | If the Periodically value is selected, an additional data field |
| | Start At **26-FEB-2003 11:08:52**<br>End At<br>**Leave End Date blank to run indefinitely**<br>Re-run every **1** **Day(s)**<br>Apply the Interval...<br>○ From the Start of the prior run<br>● From the Completion of the prior run<br>□ Increment date parameters each run<br>will open. |
| | The **Start At** defaults to the current Date and Time. You can type in the time of day you want the report to run. This data field accepts values based on a 24-hour clock, using the format HH:MM:SS. |
| | In the **Re-run every** data field you can specify the interval of minutes, hours, days, or months that you want to wait before the request is automatically resubmitted. |
| | Month(s)<br>Week(s)<br>Day(s)<br>Hour(s)<br>Minute(s) |
| | Click the **<OK>** button to close window. |

# Submitting the Report, Continued

**Report Options** (Continued)

| Step | Action |
|------|--------|
| 7 | **On Specific Days -** If Specific Days value is selected a new data field window will open.<br><br>The **Start At** defaults to the current Date and Time to indicate when to submit the request.  You can either type in a date and time or you can click the ellipsis button to use the calendar feature.<br><br><br><br>To select a specific period of time click and Highlight the Date or Days the request will run every day at the specified time until you cancel the request or enter a date and time in the ***End AT*** data field.<br><br>Click the **\<OK\>** button to close window. |
|  | Click **\<Submit\>**. After submitting the Report Oracle will take you to the Request window.<br><br><br><br>Please refer to the ***Viewing a Requested Report*** Section. |

# Viewing a Requested Report

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**Navigating to the Concurrent Requests Window**

Use the **Requests** Window to view a list of all of your concurrent requests that are scheduled to run in the next 24 hours, have completed within the past 24 hours, or are currently running.

| Step | Action |
|------|--------|
| 1 | **Navigation Path**   Processes and Reports → View Requests → <**Open**>.   Since all reports, programs, and requests are run as concurrent requests in Oracle Applications, you can navigate to the Requests window to view the progress of all of your concurrent requests |
| 2 | The Find **Requests** window opens. Either enter specific criteria in the Find Requests window and click the <**Find**> button.  Or accept the default "All My Requests" to search for all the reports submitted.  |
| 3 | The Request window will open displaying a *Request ID*, *Phase*, *Status, Report Name*, and Parameters used to run the request.  |

# Viewing a Requested Report, Continued

**Viewing Information in the Concurrent Requests Summary Window**   The **Requests** window displays with Six columns.

| Columns | Information Displayed |
|---|---|
| *Request ID* | The Request ID field represents a number generated by Oracle to distinguish each request |
| *Name* | The name field is a description of the request |
| *Phase* | A concurrent request has a life cycle consisting of the following phases:<br>• Pending<br>• Running<br>• Completed<br>• Inactive |
| *Status* | The status column indicates normal completion or will give an error indicator |
| *Parameters* | Parameter selections used to run the concurrent request. |

| Phase | Status | Meaning |
|---|---|---|
| Pending | Normal | Request is waiting in queue to run. |
| | Standby | Program to run the request is incompatible with other program(s) currently running. |
| | Scheduled | Request is scheduled to start at a future time or date. |
| | Waiting | A "child" request is waiting for its "parent" request to mark it ready to run. For example, a request in a request set that runs sequentially must wait for a prior request to complete. |
| Running | Normal | Request is running normally. |
| | Paused | "Parent" request pauses for all its "child" requests to finish running. |
| | Resuming | All requests submitted by the same "parent" request (in a request set) have completed running. The parent request resumes running. |
| | Terminating | Request has been canceled (via Cancel Request button). |

# Viewing a Requested Report, Continued

**Viewing Information in the Concurrent Requests Summary Window** (continued)
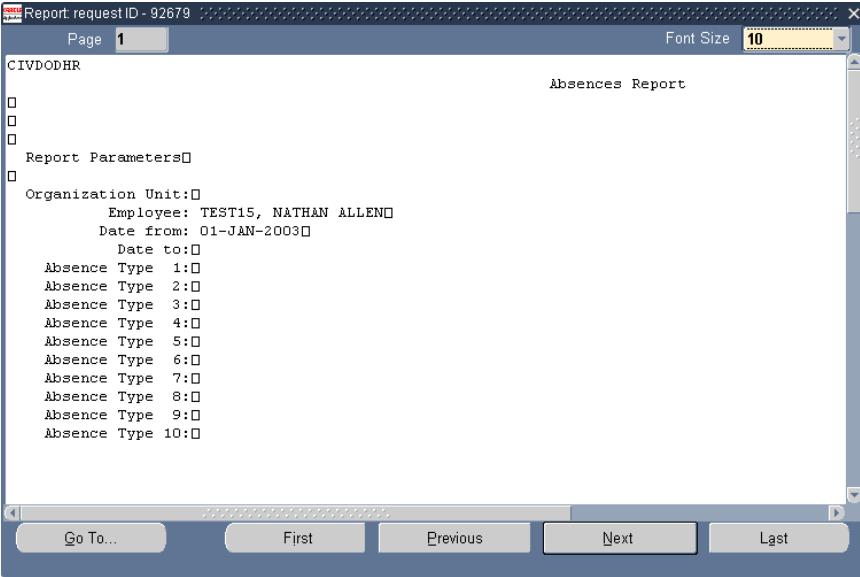
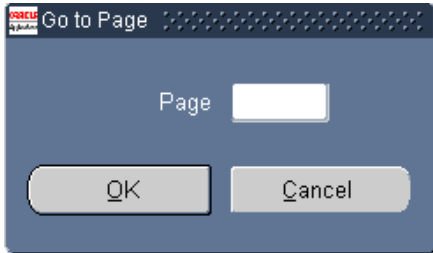| Phase | Status | Meaning |
|-------|--------|---------|
| Completed | Normal | Request completed successfully. |
| | Error | Request failed to complete successfully. |
| | Warning | Request completed with warnings. |
| | Canceled | Pending or inactive request has been canceled (via Cancel Request button). |
| Inactive | Disabled | Program to run request is not enabled. Contact your system administrator. |
| | On Hold | Pending request has been placed on hold (via Hold Request button). |
| | No Manager | No manager is defined to run the request. Check with your system administrator. |

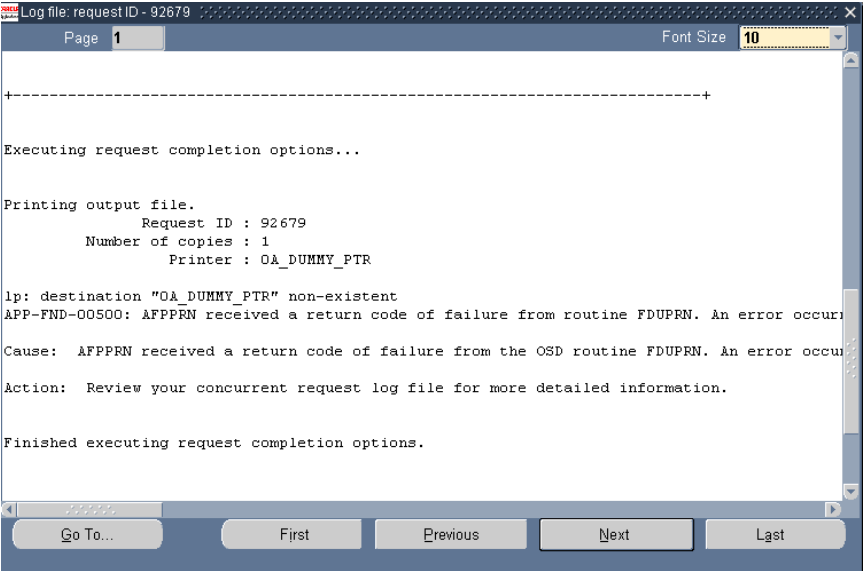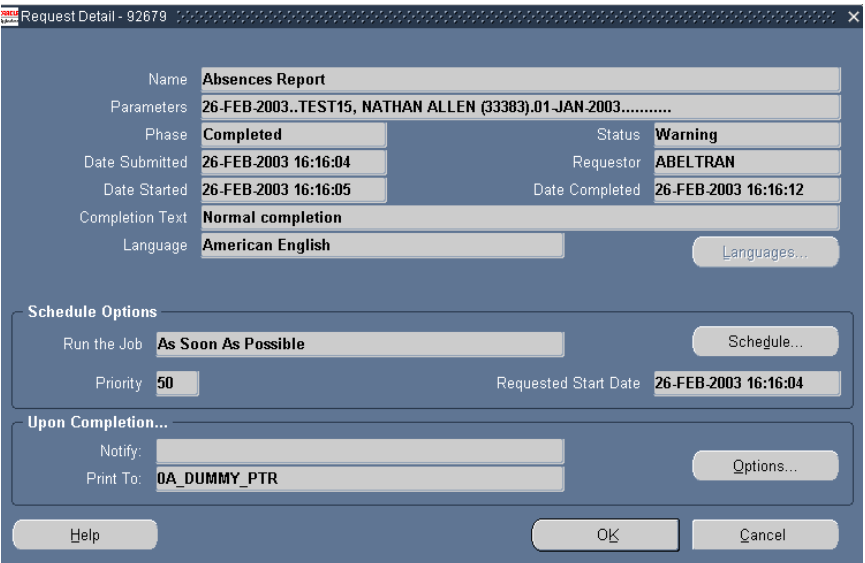| Task Flow Buttons | Information Displayed |
|-------------------|----------------------|
| *Refresh Data* | Use this button to refresh the data in order to display updated progress of your requests. |
| *Find Request* | Use this button to search for additional requests |
| *Submit new Request* | Use this button to submit a new request. |
| *View Detail* | Use this button to view detailed information about your requests, for example, submission date and scheduling. |
| *Diagnostic* | Displays diagnostic information such as when it ran and if it completes successfully. |
| *View Output* | Displays an online view of your report. |
| *View Log* | Displays the log file containing information regarding arguments used and other technical information. |
| *Old Request* | While a report is pending the "Hold Request" button will allow the request to be help out of the processing pool. |
| *Cancel Request* | When a report begins running the "Cancel Request" button will allow a request to be cancelled. |

# Viewing a Requested Report, Continued

**Viewing Information in the Concurrent Requests Summary Window** (continued)

| Step | Action |
|------|--------|
| 4 | Select the report to view then Click the**<View OutPut>**button to open the report.  Within this screen you can use the scroll bar to view the report or use the buttons at the bottom of the screen. The functions are Listed: |

| Task Flow Buttons | Information Displayed |
|-------------------|----------------------|
| *Go To* | Allows you to enter a particular page and click the **<OK>** button  |
| *First* | Returns you to the first page of the report. |
| *Previous* | Takes you to the previous page. |
| *Next* | Moves you to the next page in the report. |
| *Last* | Takes you to the last page of the report. |

# Viewing a Requested Report, Continued

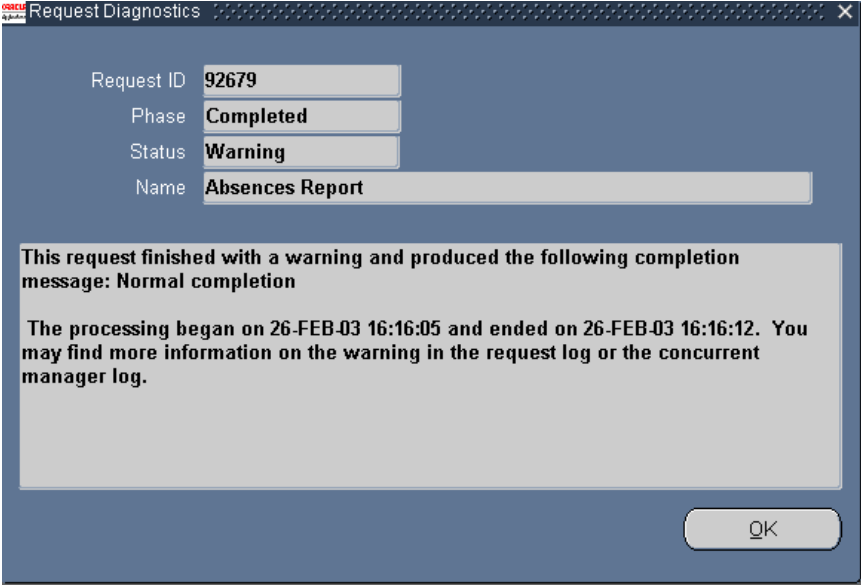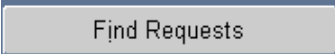**Viewing Information in the Concurrent Requests Summary Window** (continued)

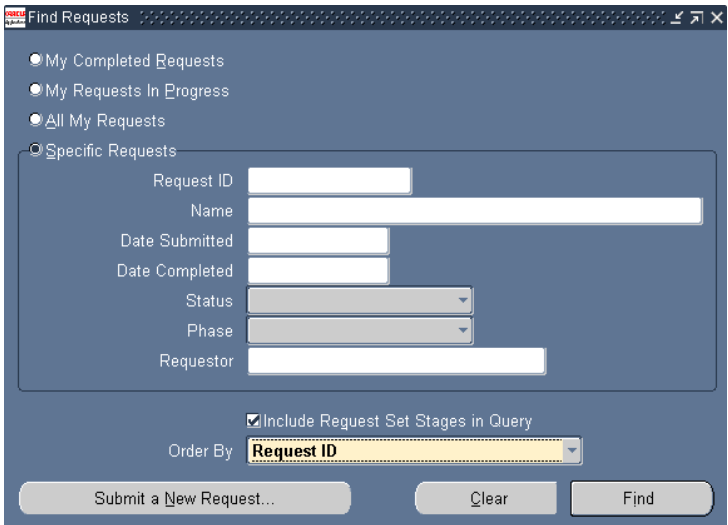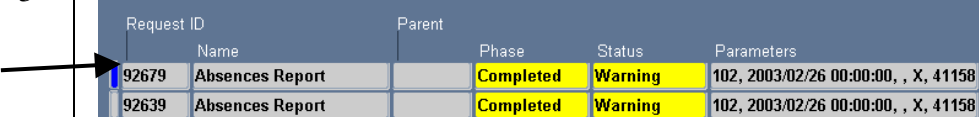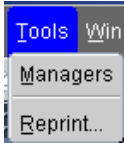| Step | Action |
|------|--------|
| 5 | To view the Log file click the **<View Log>** button to open window. The log file will show any errors that may have occurred with the PL/SQL scripts ran to produce the report. The taskflow button works the same as in viewing the report. |
| 6 | Select the report you wish to view the details on and click the **<View Details>** button. This window will display all the information about the report such as Parameters, Requestor and Date and time. |

# Viewing a Requested Report, Continued
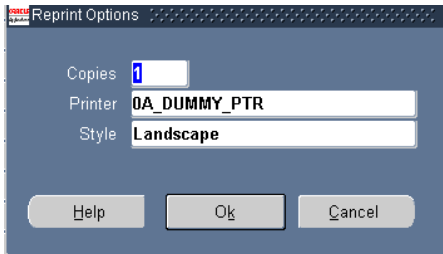
**Viewing Information in the Concurrent Requests Summary Window** (continued)

| Step | Action |
|------|--------|
| 7 | Select the report you wish to view the Diagnostics details on and click the **< Diagnostics>** button. This window will display the diagnostics as to why the report did not complete its run.<br><br>![Request Diagnostics window showing Request ID 92679, Phase Completed, Status Warning, Name Absences Report, with message: This request finished with a warning and produced the following completion message: Normal completion. The processing began on 26-FEB-03 16:16:05 and ended on 26-FEB-03 16:16:12. You may find more information on the warning in the request log or the concurrent manager log. OK button.] |
| 8 | Click the **Find Requests** button to display the initial find request screen to change you search criteria or view more requests that have been run. |
| 9 | Click the **Submit a New Request...** button to submit a new request. |

# Reprinting Requests

**Reprinting a Request**

To provide information to reprint the output, after a request is run.

| Step | Action |
|------|--------|
| 1 | Navigate to the **Concurrent Requests Summary** window:<br><br>**Navigation Path**, *Processes and Reports* → *View Requests* → <**Open**>. |
| 2 | You are directed to the *Find Requests* window. Use this window to specify the types of requests you want to reprint by clicking the **<FIND>** button and retrieving all request. Or enter specific criteria into the data fields on the find request window. |
| 3 | Move your cursor to the request you want to reprint. |
| 4 | Click **<Tools>** <**Reprint**> from the main menu |
| 5 | When you choose *Reprint*, a window appears allowing you to enter a printer, number of copies, and style for reprinting of the request. Click <**OK**> in the Reprint window to reprint the request.<br><br>**Note:** This menu entry is disabled if the request has not yet run. |